

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1148

TITLE: DIRECTOR, COMMUNITY AND RECREATION SERVICES

GRADE: E-12

DEFINITION:

Under the policy and administrative direction of the Deputy County Executive for Human Services, oversees the activities of the Department of Community and Recreation Services; oversees the development, maintenance, and provision of Countywide programs and community services that meet the leisure, recreational, educational, and transportation needs of the residents of Fairfax County; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The former Department of Recreation and Community Services, Department of Extension and Continuing Education, and FASTRAN program have been merged into the Department of Community and Recreation Services. The Director of Community and Recreation Services class is exempt from the County's merit system under Article 4, Subsection 15.1-763 of the Code of Virginia and Section 3-1-2(b)(1) of the Merit System Ordinance.

ILLUSTRATIVE DUTIES:

Develops and implements policies and procedures for the administration of the Department of Community and Recreation Services;

As a member of the Human Services Management Team, plans community and recreation services in the context of the overall human services system, ensures development and implementation of public-private partnerships to meet the needs of the citizens, and oversees contractual services;

Working with the Office of Human Services Administration and the Office of Human Services Systems Management, ensures the integration of service delivery, and information systems development; the coordination of budget oversight and financial accountability; and human resource management to support Community and Recreation activities;

Establishes goals, objectives, and priorities for each program area, and evaluates the programs' effectiveness in meeting them;

Evaluates the effectiveness of service components, and develops and revises services, policies and procedures in response to the needs of County residents;

Ensures that services and programs comply with Federal, State and County laws and regulations;

Ensures that services and programs are consistent with Fairfax County's vision for Human Services and best meet the current and future needs and problems of the County and its residents;

Sets guidelines for the development of, reviews, and approves new or expanded programs and services;

Approves fee schedules for cost recovery programs;

Provides staff support to the Fairfax County Athletic Council.

Advises the Board of Supervisors and local government officials on issues under the purview of the Department of Community and Recreation Services;

Represents the Department and addresses relevant issues with community groups, advisory groups, task forces, committees, and others as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of the principles and practices of community and recreation service programs;

Knowledge of the principles and practices of public administration (including personnel, budgeting, accounting, and management analysis) and the ability to apply them in overseeing a variety of community and recreation services;

Knowledge of Federal, State, and County laws and regulations affecting community and recreation services, and the ability to interpret and apply them correctly;

Knowledge of Federal, State, and local human services agencies and the services they provide;

Skill in solving problems and resolving conflicts;

Ability to analyze data and draw sound conclusions;

Ability to develop and implement departmental goals and objectives;

Ability to effectively coordinate and implement departmental changes;

Ability to effectively manage, train and motivate employees;

Ability to plan, direct and coordinate the work of a large staff;

Ability to provide effective leadership;

Ability to communicate clearly and concisely, orally and in writing;

Ability to develop and maintain effective working relationships with subordinates, coworkers, County officials, public and private sector organizations, community groups, and the public.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Graduation from an accredited four-year college or university with a Master's Degree in recreation, leisure services, public administration, or a related field; PLUS

Seven years of professional experience in the field of community and recreation services, including five years of experience managing a major recreation or leisure service program.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

RETITLED/REVISED:	May 16, 1994
ESTABLISHED:	1959